



CITY OF HILLIARD
HUMAN RESOURCES DEPARTMENT
(614) 334-2431 - (614) 334-2345
(614) 334-2450
H.R. FAX: (614) 527-4164

JOB VACANCY ANNOUNCEMENT

Position/Classification Title: **Part-Time Deputy Clerk of Courts**
Department: Law Department
Hours of Work: 28 to 32 hours per week
Work Schedule: Monday through Friday
Hourly Rate: \$16.00
Filing Period: Friday, August 7th through Monday, August 17, 2015

- Applicants meeting the minimum qualifications **must** complete an online application available on the City's webpage www.HilliardOhio.gov by Monday, August 17, 2015, 5:00 p.m.

GENERAL DESCRIPTION – NATURE OF WORK:

Under the general supervision of the Clerk of Courts, is responsible for assisting in the operations of the Mayor's Court system. Accurately enters ticket information into computer; prepares court case files; assists in preparing court dockets; assists Clerk of Court in issuing warrants, order-ins and summons; meets with public to provide information and direction by phone and at the Clerk of Courts window; accurately processes fines and court costs; prepares public record requests and background checks.

(Not all duties are listed nor do they cover all duties that need to be performed. Refer to job description).

MINIMUM QUALIFICATIONS

High School diploma or GED with two (2) to three (3) years of progressively responsible clerical or court experience; possession of, or ability to obtain, certification as a Notary Public; knowledge of principles of filing and record keeping; knowledge of proper English usage, spelling, grammar and punctuation; knowledge of basic modern office equipment including computers; any combination of education, training and experience, which provides the required advanced knowledge, skills, and abilities to perform the essential functions of the job.

(Not all minimum qualifications listed refer to job description).

THE CITY OF HILLIARD IS AN EQUAL OPPORTUNITY EMPLOYER